

Instructions:

Request for Consideration: Reed Act Funds

Purpose

The *Request for Consideration: Reed Act Funds* form will be used to obtain approval for allowable activities under the JOBS proposal.

Instructions

1. Date - Date of the request.

2. Requestor - Name of program director. All requests will be funnelled through the program directors with the exception of the administrative office.

3. Address - Address of the requestor.

4. E-Mail Address - E-mail address of the requestor.

5. City/State - City and state of the requestor.

6. County - County of the requestor.

7. Zip - Zip code of the requestor.

8. Check Objective - Must check one of the core objectives.

1. Job Fair - Must have a connection to the JOBS initiative - businesses participating in job profiling and using worker assessments or the majority of the participating businesses must have a high-wage high-skill high-demand occupations.

2. Advertisement - Advertisements are for local, hard-to-fill jobs that are high-wage high-skill high-demand. The business must have a job order on file with the local office.

3. Forum - Local, regional, or statewide forums are targeted to Hoosier businesses, community leaders, local economic developers and other interested parties to educate them about IDWD services that relate to workforce recruitment and job placement - WorkKeys or programs that affect the quality of the workforce and recruitment initiatives.

4. Misc. WorkKeys' Items - Miscellaneous costs associated with worker assessments by the local IDWD offices.

9. Location - The location refers to the physical location of the job fair and forum, the physical location of business, job fair or forum referenced in an advertisement, or the physical site where the WorkKeys' items will be located.

10. Date - The date is the date of the event or advertisement or date the WorkKeys' items are needed.

11. Project Overview - the project overview is an integral part of the approval process. The narrative must show the connection to one of the four objectives and must state the value to the region and to the system. Additional examples of what to include are listed below:

Instructions:

Request for Consideration: Reed Act Funds

1. Job fair. If you are initiating the job fair, explain why the job fair is needed, the business(es) involved, information about the job openings and state if the business is a WorkKeys' participant. If you are a participant in a job fair, provide information about the job fair and show the connection to the JOBS initiative - job placement and job recruitment for high-wage high-skill high-demand occupations.

2. Advertisements. If the advertisement is for a WorkKeys' participant, state the name of the company and the number, type, and starting wage of the positions. A job order must be on file with the local IDWD office. If the advertisement is for a job fair or forum, briefly describe the event.

3. Forums. Briefly describe the forum's objective.

4. Misc. WorkKeys' items. These are items that are needed in the administration of WorkKeys' assessments and are not covered by the ACT contract. Examples of items are scanners, calculators, room rental for testing, and express score software. Provide rationale on why the item is needed.

12. Breakdown of costs -

1. Activity. The activity or purchase that is incurring costs goes here. Examples of an activity are audio/visual set up, equipment rental, advertisement (print, radio, television, billboards), space rental, scanners for scoring, room rental for testing, and posters.

2. Funding Request. Estimated cost of the activity.

3. Co-Sponsors. List co-sponsors, if applicable. An example would be the employer's contribution towards an advertisement. Please note that requests for advertisements and job fairs that are over \$8,000 will be evaluated on local sponsorship and local participation.

4. Matching funds. Total matching funds for each activity are entered here. Matching funds are not required but encouraged. Please note that requests for advertisements and job fairs that are over \$8,000 will be evaluated on matching funds.

5. Total. Total funding request and total matching dollars.

13. Requestor - The name of the program director or the Deputy Commissioner of Strategic Research and Development or his designee goes here.